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CENTRAL INTELLIGENCE AGENCY
Washington 25, D. C.

OGC Has Reviewed

1 December 1960

By virtue of the authority vested in me as Director of Central Intelligence, it is directed:

A. The power to review and authorize or approve the following actions is hereby delegated to the Deputy Director for Administration, CIA, and his Assistant for Administration.

1. The appointment, termination, direction and general administration of personnel.

2. The payment of all allowances to civilian employees stationed abroad.

3. The transfer of civilian employees from one official station to another and the payment or reimbursement of all expenses incident thereto, including travel and the transportation of household goods, automobiles (overseas), personal effects and dependents of such employees.

4. Temporary duty travel, travel to and from overseas posts by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.

5. Applications for travel advances of vouchered funds.

6. Allowances in excess of lowest first-class rate for the transportation facility used when the lowest first-class accommodations are not available, use of a compartment, or other accommodations, required for purposes of security, or the use of extra-fare trains and airplanes where appropriate,

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7. Bonds of certifying officers, agent-cashiers, and surety bonds given as security for travel advances.

8. "Requisitions for Disbursing Funds" (Treasury Dept. Form 427A) to provide available funds to cover expenditures by the Central Intelligence Agency in the continental limits of the United States and abroad.

9. Settlement of claims, as provided for in the Federal Tort Claims Act of 1948²⁻⁷² (~~80 Stat. 843~~; 28 U.S.C. ~~921~~).
as amended

10. Execution of contracts in accordance with existing laws and regulations.

11. Publication of advertisements, notices or proposals.

12. Issuance of rules and regulations governing control of Government property in possession of CIA employees, property accountability, and property responsibility.

13. The appointment of officers authorized to certify vouchers and the revocation thereof.

B. The powers delegated herein may be exercised by the Deputies of designated officials, and may be redelegated where appropriate.

C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Personnel Director or the chiefs of his personnel branches.

2. The power to approve appointments delegated in Paragraph A, Section 1, may also be exercised by the chiefs of the placement sections of the personnel branches.

D. 1. The powers delegated in Paragraph A, Sections 3 (when authorized by the Personnel Director), 4, 6, 10, and 11 may

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also be exercised by the Chief of Administrative Services and his Assistant.

2. The powers delegated in Paragraph A, Sections 3, 4, and 6 may also be exercised by the Chief and Assistant Chief of the Transportation Branch, Administrative Services Division.

E. 1. The powers delegated in Paragraph A, Sections 5, 7, 8, 9, and 13 may also be exercised by the Comptroller or the Assistant Comptroller.

2. The powers delegated in Paragraph A, Sections 5, 7, and 8 may also be exercised by the Chief, Fiscal Branch, and the Chief, Finance Branch, Finance Division.

F. The powers delegated in Paragraph A, Sections 10, 11, and 12 may also be exercised by the Chief of Procurement or the Chief of his Procurement and Contract Branch.

Y G. Outside the continental limits of the United States, the chief of each mission or independent station may authorize and approve temporary duty travel abroad of civilian employees whose official stations are located within his particular theater; and may exercise the powers and authorities delegated in Paragraph A, Sections 1, 2, and 10. The chief of a mission or independent station is hereby authorized to designate an officer or employee at the particular mission or independent station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and certification of travel vouchers. The powers delegated in this Paragraph G to the chiefs of

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missions and stations shall be subject to such restrictions and procedures as may be prescribed by Agency regulations.

H. Any officer or employee empowered to act for an officer or employee delegated authority herein may exercise such authority during the latter's absence or incapacity.

I. All prior inconsistent delegations are hereby rescinded.

J. The effective date of this order is 1 December 1950.

/s/

WALTER B. SMITH
Director

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